

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highly responsible position of chief officer over all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs and controls all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares and submits an operating budget, locates grant funding, and organizes the personnel management functions of the department. The Fire Chief is also responsible for ensuring good public relations, public fire education and fire prevention. The Fire Chief works independently, reporting to the Livingston Parish Fire Protection District Number 4 Fire Board of Commissioners.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, goals, and objectives for the department. Determines how the department should be organized to best utilize available resources in providing fire protection services for the community. Evaluates the productivity and effectiveness of departmental programs, identifies target areas in need of change, and develops and initiates procedures to improve the quality of service in these areas. Reviews department structure and operations, and legislation, regulations, ordinances, or court rulings relating to or possibly affecting the fire department to determine if changes in department procedures and policies are needed. Develops a risk management program to control departmental losses, and investigates all accidents or injuries involving department equipment or personnel in order to make changes in procedure to avoid future accidents. Monitors any local conditions which may create situations the department may be called upon to handle.

Organizes the personnel management functions and supervises subordinate personnel of the fire department by reviewing incoming communications and work to be done, creating work cycles, delegating assignments, deploying available manpower, and monitoring work pace and progress of assigned jobs. Outlines responsibilities and duties. Sets task priorities and long-term goals. Adjusts work schedules and approves leave. Holds formal meetings for the purpose of receiving information and disseminating

information. Conducts inspections of personnel and equipment to assure compliance with department standards. Evaluates the work performance of subordinates and writes employee evaluation reports. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops an employee grievance resolution procedure. Maintains discipline by counseling employees who are experiencing work problems, handling employee complaints and grievances, and notifying the employee of disciplinary action taken. Develops a personnel recruitment and selection program in accordance with EEO standards. Interviews prospective employees and makes hiring decisions.

Prepares and submits to the fire board of commissioners a departmental operating budget. Manages the operation of the general accounting system for the department. Records expenses, disbursements and related financial transactions in order to maintain accurate fiscal records. Authorizes the expenditure of funds allocated for departmental operations, making sure that such expenditures are in accordance with the budget. Locates available grants, and writes requests for fire protection and prevention projects, or other special funds to aid in the operation of the fire department. Administers grant-funded projects, assuring that grant provisions are met and that funds are used as specified in the proposal.

Develops and implements an emergency management system. Directs and controls fireground operations, including equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident. Directs the handling of special tactical situations, or emergencies involving injury or illness, determining action to be taken to contain or control the incident. Directs a program of fire inspections, pre-fire planning and fire investigations. Performs fire suppression duties as may be required in order to assist in the control and containment of the incident. Develops and implements a safety program for the department and trains subordinates in safety.

Evaluates training needs of the department, and establishes and maintains the training program. Serves as an instructor for formal classroom training and provides for outside instruction. Provides on-the-job training for department members, including explaining policies, procedures and rules. Provides assistance in technical areas of work. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning what information should be included in departmental records, determines in what form and duration this information

should be maintained, and provides for the security and privacy of all information which is not public record. Periodically inspects record-keeping systems and facilities. Supervises the preparation and maintenance of department records and reports by reviewing such completed by subordinates. Personally completes all forms, records, and reports required of the appointing authority. Writes letters in response to written or oral requests addressed to the fire department.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property after repairs to see that repairs were properly accomplished. Oversees the process of maintaining an inventory of supplies and equipment for the department. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies in the manner provided by lawful authority.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Develops a public education program which includes writing speeches and delivering lectures or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Coordinates the work of the department with related federal, state, and local agencies. Attends conferences, conventions, training courses, and other educational meetings to keep informed on and maintain proficiency in modern firefighting methods, administrative practices, and the use of department equipment. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS****EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least nine (9) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.